

Surveys, Signups, and Forms

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Who will fill out your survey or form? (i.e., your population)

- How many people will be filling it out?
- What % of response do you need?
- How will you let them know about the survey or form?
- Will they have easy online access?

What kind of information will you be collecting?

- Is it confidential?
- Do I need identifying information? If so, how much?
- Is it quantitative, qualitative, or both?
- What do you need to do with the information after you collect it?

What survey tool should I use?

- Survey Monkey
 - Use library's account
 - Set up own account
- Google Forms

What questions do I ask to get the information I need?

- Required vs. not required
- Fill-in vs. choice
- Single vs. multiple selection
- One path vs. multiple (i.e., skip logic)